

STAT            MEMORANDUM FOR: Chief, [REDACTED] SSA-DD/S  
STAT            SUBJECT : Survey of [REDACTED]

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1. During the period 8 January - 2 February 1962, a member of my Staff surveyed the operations of the [REDACTED]. The purpose of the survey was to determine if the present method of operation is the most efficient of available methods. In general, the operation of the Unit was found to be soundly based and effective in meeting the requirements placed on the Unit.

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2. The Unit's major problem concerns its staffing. The loss of [REDACTED] and the impending loss of [REDACTED] (June 62) will reduce the Unit's capability to provide the services required by the Clandestine Services. The immediate requirement is to obtain a qualified replacement for [REDACTED]. This addition, when in place and trained, should permit the Unit to meet the requirements of the CS provided they remain at present level.

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3. Appropriate recommendations of the Survey Report are as listed below for your information and necessary action.

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a. That consolidation of this Unit with other [REDACTED] not be considered at this time. Until over-all requirements reflecting recent organizational changes as well as regrouping in the new building have been appraised, this Unit should remain compartmented and directly responsive to needs of the Clandestine Services.

b. That the authorized personnel strength of the Unit be maintained at the present authorization of seven spaces but that the on duty strength be held at six until the workload demonstrates the need for additional personnel.

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c. That immediate action be taken to obtain a replacement for [REDACTED]. If possible, the replacement should be selected to enter the Unit at the apprentice level.

d. That the Unit Chief develop an on-the-job training program to insure the development and maintenance of journeyman skill for each individual in his primary skill specialization and a program of cross-training to develop secondary skills to maintain a capability of meeting requirements at all times.

e. That the Unit obtain access to technical publications selected to keep Unit personnel informed concerning new developments in the various graphic arts techniques.

f. That the Unit Chief establish a control on supplies to insure minimum wastage and that all unusable supplies be destroyed prior to the move to new quarters.

g. That the Unit Chief inventory all non-expendable property and establish a system of property control.

h. That the following actions be taken to increase the habitability of the space in the new building:

(1) Cover sufficient wall space with peg-board to provide adequate shelf and hanging space for tool storage.

(2) Make storage racks to hold boards and other large supplies needed on a daily basis.

(3) Restrict supplies in the work area to a maximum of those required for a two week period.

(4) Request the Safety Officer and/or the Medical Staff to evaluate the ventilation facilities to insure maintenance of minimum health conditions.

i. That old charts now retained because of substantive value or as an example of Visual Aids techniques be photographed, then destroyed.

j. That photographs obtained by i., above, be indexed and used as the Unit reference file.

k. That a one year retention period be established for visual aids and working files, but excluding the work order request and the photo reference file, and that all material be destroyed upon expiration of the retention period.

l. That a specimen book be prepared to show the effect of the various graphic arts techniques which can be used to inform the customer of possible methods of treating data.

m. That jobs with a materials cost in excess of \$300 be costed to the customer organization.

n. That the present monthly administrative report be discontinued and reliance placed on the work order files for these data on an as needed basis.

[Redacted]  
Special Support Assistant/DDS

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